



School District of Beloit Farm to School (F2S) **AmeriCorp Member Description** **Community Outreach Coordinator**

PURPOSE AND SCOPE

This is a part-time (20 hours/week) position as an AmeriCorps member of the School District of Beloit Farm to School Program – Beloit Wisconsin. Community Outreach Coordinator AmeriCorps Members are responsible for developing and strengthening community partnerships for their Farm to School program, including

- Members focus on establishing relationships with food service directors and local farmers to bring local foods into schools
- Establishing school gardens
- Organizing school tastings
- Planning community events that promote F2S
- Building a Farm to School “Task Force” and
- Recruiting volunteers for farm to school activities.

DUTIES

Overall:

- Develop community partnerships to support the volunteer F2S program.
- Serve as public ambassador for the farm to school program and AmeriCorps.
- Participate in School District of Beloit and AmeriCorps training, service projects, and other activities.

Volunteer engagement:

- Assess the community and district F2S program’s need for the proposed volunteer program.
- Develop a written program plan, to include specific measurable objectives for the program, how the program will be implemented and evaluated, and the timeline for implementation.
- Work with district staff to integrate program needs with the district’s existing volunteer program to leverage existing recruitment efforts, policy and procedures, screening, and orientation and training approaches.
- Develop program-specific materials, policy and procedures as needed. .
- Recruit program-specific volunteers.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Coordinate non-AmeriCorps volunteers; develop and implement recognition

activities for volunteers such as special events, awards, gifts, etc.

- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals.

Community Service Program:

- Work with program members and staff to develop a meaningful community service/service learning approach/plan that links to AmeriCorps School District of Beloit's F2S national community service efforts.
- Be the communications linkage between the local program and AmeriCorps community service efforts.
- Develop/organize/lead specific community service projects
- Assist members and staff to reflect on community service projects to integrate learning and provide feedback to improve future service projects.

Food Service Support:

- Reach out to the food service program director and/or staff to help identify interest and ideas for engaging them in support/connectional efforts to local farmers
- Organize specific activities/events that bring together food service employees and F2S volunteers.
- Develop an approach to sustain this engagement effort.
- Establish relationship with food service directors and local farmers to bring local foods into schools
- Establishing school gardens
- Organizing school taste testing

MINIMUM QUALIFICATIONS

Must be at least 18 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US.

This position will require regular and some travel but standard mileage reimbursement is offered. In addition Members must pass a background check, [drug test, physical and TB test](#) and attend mandatory new Member at no cost to the Member.

SKILLS AND ABILITIES REQUIRED

- Skilled at taking initiative, problem solving, and working independently to be able to develop and implement program volunteer program.
- Skilled at building interpersonal relationships, to work/serve effectively as part of a team, and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Dependable and able to maintain positive attitude, to fulfill commitment to term of service.

- Committed to the concept of national service and to making a difference in the community.
- Basic computer literacy, to be able to produce program materials and track volunteer hours.
- Able to react to change productively and to handle other tasks as assigned.

BENEFITS

Community Partnership AmeriCorps members receive a bi-weekly living stipend of \$177.50, paid out over the term of service. Upon successful completion of service, members receive an education award of **\$1,175**. Other benefits include valuable networking opportunities, working with a dedicated team of School District of Beloit community members and staff, and the opportunity to make a real difference.

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

SUPERVISION:

The Community Outreach AmeriCorps member reports to Janelle Marotz, Assistant Superintendent of Business Services and the AmeriCorps Regional Manager.